

**ANNUAL FEDERAL EQUAL OPPORTUNITY RECRUITMENT PROGRAM
(FEORP)
PLAN CERTIFICATION--FISCAL YEAR 2002**

Please type or print clearly and return this sheet with original signature to:

Maria Mercedes Olivieri
Assistant Director for Diversity
U.S. Office of Personnel Management
1900 E Street, NW, Room 2445
Washington, DC 20415-9800

A. Name and Address of Agency

**Animal and Plant Health Inspection Service
1400 Independence Avenue, SW
Room 1137-SB
Washington, DC 20250**

B. Name and Title of Designated FEORP Official (Include address, if different from above, and telephone and FAX numbers.)

**Anna P. Grayson
Director
(202) 720-6312 - Office
(202) 720-2365 - FAX**

C. Name and Title of Contact Person (Include address, if different from above, and telephone and FAX numbers.)

**Njeri Kumiwa-Mwalimu
Deputy Director
(202) 720-7830 - Office**

Certification:

I certify that the above named agency: (1) has a current Federal Equal Opportunity Recruitment Program (FEORP) plan and the program is being implemented as required by Public Law 95-454 and subsequent regulations and guidance issued by the Office of Personnel Management; (2) that all field offices or installations having less than 500 employees are covered by a FEORP plan; (3) that all field offices or installations having 500 or more employees are covered either by this plan or by a local plan; and (4) that such plans are available upon request from field offices or installations.

SIGNATURE _____ **DATE** _____

Federal Equal Opportunity Recruitment Program Plan

Fiscal Year 2002-2003

And

Fiscal Year 2001 FEORP Accomplishments

**NUMBER OF EMPLOYEES NEEDED TO REACH PARITY WITH THE
CIVILIAN LABOR FORCE IN EACH PATCO CATEGORY**

Under-representation exists, for a number of EEO groups in the Professional, Administrative, Technical, Clerical, Other and Wage Grade categories. To be in line with the Civilian Labor Force the number of employees needed to reach parity in each PATCO category are as follows:

Numbers Needed to Reach Parity by Race and Gender

PATCO CATEG ORY	WF	BM	BF	HM	HF	AM	AF	NAM	NAF
Professi onal	296	0	10	0	0	0	15	0	0
CLF %	30.3	2.4	3.2	2.1	1.4	3.5	1.9	0.2	0.2
Adminis trative	0	0	0	0	1	9	5	0	0
CLF %	40.4	3.6	5.3	2.6	2.6	1.4	1.4	0.3	0.3
Technic al	102	2	0	0	0	0	3	0	0
CLF %	42.9	3.6	6.6	3.2	3.4	1.9	1.6	0.4	0.4
Clerical	13	3	0	0	0	2	4	1	0
CLF %	63.4	2.8	9.6	1.7	5.2	0.8	1.9	0.1	0.5
Other	0	0	0	2	0	1	0	1	0
CLF %	11.2	9.7	3.2	4.8	1	1.2	0.3	0.9	0.2
Wage	1	1	2	0	0	1	1	1	1
CLF %	9.8	9.1	2.2	8.7	1.5	1.7	0.5	0.8	0.2

Under-representation is determined by comparing the percent of representation in APHIS with percent in the same category of employment in the Civilian Labor Force.

**Animal and Plant Health Inspection Service
Fiscal Years 2002-2003
Federal Equal Opportunity Recruitment Program Plan**

Generally, hiring and promotion activity has not resulted in the reduction of under-representation of minorities, women and people with disabilities.

OBJECTIVE: To address under-representation through both internal movement and external recruitment.

Target Date	Action Items	Responsible Official(s)
1. Train all recruiters by enhancing interpersonal skills and increasing cultural sensitivity.	Human Resources	9/30/2002
2. Advertise, where appropriate, positions as multi-graded; for example GS 7/9/11 or GS 11/12/13, wherever under representation exists.	Human Resources Managers/Supervisors	9/30/2002
3. Examine the automotive system established for identifying applicants prior to interviews and/or job fairs.	Human Resources	9/30/2002
4. Restructure positions vacated through attrition to allow for recruitment at lower levels.	Managers/Supervisors	9/30/2002
5. Focus on internal recruitment, using a variety of staffing techniques, such as expansion of the Career Enhancement Program, and IPA agreements.	Human Resources Managers/Supervisors	9/30/2002
6. Utilize recruitment strategies that have the best track record of attracting qualified members of the underrepresented groups.	Human Resources Managers/Supervisors	9/30/2002
7. Broaden the "Area of Consideration" on vacancy announcements to attract employees of underrepresented groups when sufficient numbers of the groups do not exist internally.	Human Resources Managers/Supervisors	9/30/2002
8. Ensure that diverse representation exist among all recruitment teams.	Human Resources	9/30/2002

9. Ensure that Individual Development Plans or Learning Contracts are in place and implemented by each program unit for their employees.	Human Resources Managers/Supervisors	9/30/2003
10. Develop or modify recruitment and retention packages for Supervisors and Team Leaders.	Human Resources	9/30/2002

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Target Date	Action Items	Responsible Official(s)
11. Provide information and training to managers and employees on subjects such as the operation of merit promotion plans, qualification requirements for various career ladders, methods of obtaining qualifications, and opportunities for alternate entry into various occupations.	Human Resources	9/30/2002
12. Participate in career and job fairs, career days at high school and colleges to fill actual vacancies.	Human Resources Managers/Supervisors	9/30/2002
13. Coordinate recruitment efforts within the Agency where appropriate to obtain maximum effectiveness and efficiency.	Human Resources	9/30/2002
14. When paid advertising is used for recruitment ensure that minority media is included.	Human Resources	9/30/2002
15. Monitor recruitment and hiring statistics to determine if more women and minorities are hired in occupational series where under representation exists.	CREC	9/30/2002
16. Review EEO work force profile provided by the CREC staff on under representation by race, gender, grade level and occupational series.	Managers/Supervisors	9/30/2002

Hispanic Employment Initiative: Nine Point Plan
To reverse the under representation of Hispanic employees in senior level positions

OBJECTIVE: To increase the representation of Hispanics in decision making positions.

Target Date	Action Items	Responsible Official(s)
1. Establish an internal Affirmative Employment Mentoring Program to encourage and motivate people to pursue higher education and careers in APHIS.	CREC	9/30/2003
2. Promote the participation of Hispanics in Leadership Development Programs	Managers/Supervisors	9/30/2002
3. Develop recruitment strategies to increase the representation of Hispanics in mid and senior levels.	Human Resources CREC SEPMs	9/30/2002
4. Utilize Student Employment Programs to identify job opportunities for Hispanic Students.	Human Resources Managers/Supervisors	9/30/2002
5. Analyze Hispanic representation in APHIS' workforce to identify targeted recruitment strategies.	Human Resources CREC	9/30/2002
6. Communicate with HACU college and university officials and express a desire to hire graduates.	Human Resources Managers/Supervisors	9/30/2002
7. Utilize established co-op education appointments with colleges and universities with high Hispanic enrollments.	Human Resources Managers/Supervisors	9/30/2002
8. Participate in career days, job fairs, conferences, and community activities primarily by Hispanics.	Human Resources Managers/Supervisors SEPMs	9/30/2002
9. Implement the White House Initiative on Educational Excellence for Hispanic Americans.	Human Resources	9/30/2002
10. Utilize the Presidential Management Intern (PMI) Program for recruiting, converting and advancing minority students.	Human Resources	9/30/2002
11. Encourage participation in the HACU National Internship Program.	Human Resources	9/30/2002

12. Establish and distribute directives to managers, supervisors, and employees outlining the HSI programs.	CREC	9/30/2002
13. Prepare annual reports of APHIS participation in special student programs and initiatives.	CREC	9/30/2002
14. Provide data and information to the Administrator's Management Team on the progress of participants in the Scholar's Program.	CREC	9/30/2003

APHIS FEORP Accomplishments - FY 2001

- The Administrator increased diversity in Senior Executive Services Positions.
- APHIS continues to be the lead Agency for supporting four Centers of Excellence:

Florida A&M University - Center for Biological Control

Tuskegee University - Center of Excellence for Integrated Study of Animal and Plant Systems (CISFAPS)

Lincoln University Center of Excellence Initiative for GIS and Wildlife Management

University of Arkansas at Pine Bluff - Regulatory Science and Risk Analysis Center for Excellence

- APHIS continues to encourage all selecting officials to use all available resources to promote Hispanic candidates to management positions. In FY 2001, 10 Hispanic employees were promoted above the GS-12 level. A total of 8 Hispanic employees were promoted to the GS-13 level (10% of the total promotions to GS-13). And, 2 Hispanic employees were promoted to the GS-15 level (14% of the total promotions to GS-15).

APHIS has made the following accomplishments towards increasing representation of Hispanics:

1. Planning and participation on Special Emphasis activities.
2. APHIS officials in Riverdale, hired 1 HACU intern to a career position; Officials in the Veterinary Services Program Western Region have hired 3 students into permanent employment; Plant Protection and Quarantine Florida officials have promoted 2 Hispanic males to PPQ Officers in the AQI program, and 2 promoted in the domestic program.
3. A total of 108 Hispanic employees received promotions in FY 2001; This minority group has received the largest number of promotions in APHIS.

4. APHIS hired a total of 239 Hispanic employees during Fiscal Year 2001.

- The Administrator convened the Agency's Second Annual Civil Rights Awards Program in February 2001. This non monetary award covers significant accomplishments by a manager, supervisor, civil rights (collateral duty) program manager, and an employee.
- APHIS required its field recruiters to establish working relationships with local colleges particularly those with high minority enrollment. Eighty (80) USDA employees have been trained to serve as Hispanic Serving Institutions (HSI) Liaisons. The Agency also trained more than 70 HACU recruiters APHIS-wide.
- All employees identified by MRP Programs to be recruiters have completed a mandatory 32-hour training obligation. The number of employees that have currently been trained in FY 2001 is 62.
- The Agency has a contract with "Hot Jobs" for web based advertisement and is also exploring expanded Internet recruitment efforts. APHIS is also participating in the trial testing of "Quick Hire", and electronic web based staffing service.
- APHIS has participated in more than 83 job fairs and career days at high schools and colleges.
- APHIS continues to sponsor quarterly training sessions for all collateral-duty officials which includes Special Emphasis Program Managers, AEP Liaisons, and Civil Rights Advisory Committee Chairs educating them on effective EEO Policies and Procedures.
- All programs within APHIS were instructed/trained during the reporting period on the use of Learning Contracts. Each was encouraged to implement this approach to assure that employees have Individual Development Plans (IDPs) in place for their own development.
- During Fiscal Year 2000, the total number of permanent employees increased a net of 151 employees from 4,930 employees in Fiscal Year 1999 to 5,082 employees at the end of Fiscal Year 2000.
- Minority employment increased to 28% from 27% in Fiscal Year 2000. Net increases were shown for all minority groups (Blacks, Hispanics, Asians and Native Americans). The greatest net increase was for African American men and women who experienced net increases of 13 and 28 respectively during the year. The total number of women in APHIS is currently 2,099 or 41.3% of the workforce compared with 2,036 or 41.3% of the workforce in Fiscal Year 1999.
- During 1st Quarter Fiscal Year 2001, APHIS had a total of 5,183 employees. This was a net increase of 102 employees over 4th Quarter Fiscal Year 2000. Increases

were shown for White males, White females, Black females, Hispanic males, Hispanic females, Asian males, Asian females and Native American females. The population for Black males and Native American males remained the same compared to 4th Quarter Fiscal Year 2000.

- The total number of women in APHIS during the 1st Quarter Fiscal Year 2001 totaled 2,140 or 41.2%. Minority representation totaled 1,459 or 28%.

COMPARISON OF FISCAL YEAR 1st Quarter FY 2001, FY 2000 and FY 1999

FISCAL YEAR	WM	WF	BM	BF	HM	HF	AM	AF	NAM	NAF	TOTAL
FY 2001(1st Quarter)	2203	1521	215	335	476	195	125	66	24	23	5,183
FY 2000	2164	1492	215	334	460	187	120	65	24	21	5,082
FY 1999	2132	1467	202	306	426	186	111	60	23	17	4,930
NET CHANGE	+32	+25	+13	+28	+34	+1	+9	+5	+1	+4	+152
% OF FY 2000 WORKFORCE	43.0	29.0	4.0	7.0	9.0	4.0	2.0	1.0	.47	.41	

Source: NFC Workforce Profile Data--4th Quarter FY 2000 (9/23/00) and 1st Quarter FY 2001 (12/30/00)